



# Gosford Netball Association Roles & Responsibilities


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	<b>GOSFORD NETBALL ASSOCIATION INC</b>			
	<b>ROLES and RESPONSIBILITIES</b>			
	ORIGINAL VERSION:	NOVEMBER 2014	APPROVED BY	GNA COUNCIL
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## **1 EXECUTIVE**

### **1.1 President**

The President shall:

- 1.1.1 Chair Association Council Meetings and any Special Council Meetings when held.
- 1.1.2 Chair Executive Committee Meetings and any Special Executive Meetings when held.
- 1.1.3 Act as an Ex-Officio member on all Committees except on the Selections Committee.
- 1.1.4 Act as the Association representative at all official functions and Championships.
- 1.1.5 Be a member of the Representative Program Staff Appointment Panel.
- 1.1.6 Be a signatory on all Association accounts.
- 1.1.7 Represent the Association as a NSW Delegate at Netball NSW meetings as scheduled.
- 1.1.8 Be responsible for the organising and scheduling of the maintenance of the building and grounds.
- 1.1.9 Have the power to speak to any person on the grounds in relation to Gosford City Council Ordinances.
- 1.1.10 Be responsible for all employees.
- 1.1.11 Review and develop Association systems and procedures as required.
- 1.1.12 Perform such other duties as directed by Council from time to time.

### **1.2 Vice President**


The Vice President shall:

- 1.2.1 Report directly to the Association President.
- 1.2.2 Chair the Association council meetings, executive meetings and any special council meetings when held in the absence of the president.
- 1.2.3 Seek and maintain the Association register for scholarships/awards available to Association registered members.
- 1.2.4 Seek, maintain and support all sponsorship business for and on behalf of the Association.
- 1.2.5 Be responsible for all Association advertising.
- 1.2.6 Act as an ex-officio on all Association committees for and on behalf of the President in the absence of the President except the Selection Committee.
- 1.2.7 Represent the Association as a delegate to Netball NSW.
- 1.2.8 Assist the President.
- 1.2.9 Review and develop Association relevant systems and procedures as required.
- 1.2.10 Perform such other duties as directed by Council from time to time.

### **1.3 Association Secretary**

The Association Secretary shall:

- 1.3.1 Report directly to the Association President.
- 1.3.2 Maintain a register of life members.


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- 1.3.3 Co-ordinate with the Association Registrar a register of registered members.
- 1.3.4 Be a signatory on all Association accounts.
- 1.3.5 Maintain a register of affiliated clubs.
- 1.3.6 Receive all registrations on a date determined from year to year.
- 1.3.7 Maintain a register of team names and uniform colours to avoid duplication; (these documents will be passed to the relevant executive for processing).
- 1.3.8 Maintain a register of council delegates' and nominated reserves names and contact details.
- 1.3.9 Be responsible for correspondence and issue notices as required.
- 1.3.10 Prepare a report for presentation at the annual general meeting.
- 1.3.11 Circulate all nominations for life membership and accompanying qualifications to affiliated clubs.
- 1.3.12 Be responsible for the presentation of the executive committee reports to council.
- 1.3.13 Conduct such other business as directed by council.
- 1.3.14 Maintain a record of Minutes of all Association meetings in the Minute Book.
- 1.3.15 Be responsible for applications to Gosford City council for annual use of courts.
- 1.3.16 Shall be responsible for all real and personal properties belonging to the Association.
- 1.3.17 Review and develop Association systems and procedures as required.
- 1.3.18 Perform such other duties as directed by Council from time to time.

#### **1.4 Finance Co-ordinator**

The Finance Co-ordinator shall:

- 1.4.1 Report directly to the Association President.
- 1.4.2 Be a signatory on all Association accounts.
- 1.4.3 Act as Financial Controller for all NSW organised championships and competition events as entered by the Association.
- 1.4.4 Be responsible for all funds that may be established by the Association;
- 1.4.5 Keep a record of all assets, liabilities, and properties of the Association;
- 1.4.6 Keep necessary books of account and produce them on the instruction of Council;
- 1.4.7 Receive all monies payable to the Association and issue receipts as required;
- 1.4.8 Bank all monies within seven (7) days of receipt;
- 1.4.9 Pay accounts as passed for payment by the Council;
- 1.4.10 Pay other accounts as necessary and have these ratified at the next Council meeting;
- 1.4.11 Issue accounts as required to Sponsors, affiliated Clubs, State League, State and State Age teams/players;
- 1.4.12 Have all payables authorised by the relevant Co-Ordinator/Convenor/Committee;
- 1.4.13 Arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise;
- 1.4.14 Maintain an Injury Register for Insurance Claim purposes;


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- 1.4.15 Be responsible for organising and scheduling maintenance of the building and grounds;
- 1.4.16 Be responsible in conjunction with the President for the submission of available grants applications available to Association;
- 1.4.17 Submit a written financial report to be presented at all Association Meetings;
- 1.4.18 Pay the annual Netball NSW Fees by the due date each quarter;
- 1.4.19 Provide financial information to all Committees;
- 1.4.20 Issue monthly reports on financial matters to the Executive Committee and at each Council Meeting;
- 1.4.21 Present an audited balance sheet at the Annual General Meeting;
- 1.4.22 Be responsible for financial matters relating to the canteen and its operations;
- 1.4.23 Issue an official order to any person authorised to purchase on behalf of the Association;
- 1.4.24 Review and develop Association systems and procedures as required
- 1.4.25 Perform such other duties as directed by Council from time to time.

## **1.5 Umpires Co-ordinator**

The Umpires Co-ordinator shall:

- 1.5.1 Report directly to the Association President;
- 1.5.2 Hold a current Netball Australia Umpire Badge Accreditation or be a current Netball Australia Umpire Tester;
- 1.5.3 Is the Co-ordinator of the Umpires' Committee;
- 1.5.4 Be responsible for the distribution and allocation of duties to the Club Convenors for competition games;
- 1.5.5 Be responsible for the updating and maintenance of the umpiring webpage on the Association website;
- 1.5.6 Submit a written report to be presented at all Association Meetings;
- 1.5.7 Maintain records for the following association umpire activities/achievements – Beginner Umpires, GNA White awards and GNA Gosford awards;
- 1.5.8 Be responsible for the organisation and programming of all umpiring courses to be conducted at the Association;
- 1.5.9 Be responsible for the appointment and allocation of umpires for Association Representative Program Teams (including Inter-district and State League) to Carnivals and Selections;
- 1.5.10 Complete and process all necessary Netball NSW forms for Netball NSW competitions;
- 1.5.11 Be responsible for the Representative Umpires Program;
- 1.5.12 Advise affiliated clubs of umpiring infringements and issue any penalty notice required, within seven (7) days of the infringement;
- 1.5.13 Arrange umpiring assistance to affiliated clubs as requested where possible;
- 1.5.14 Be responsible for the distribution of relevant information regarding umpiring; Email completed Badging Information to Netball NSW, and be responsible for all other correspondence to and from Netball NSW.

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- 1.5.15 Ensure that a representative of the Umpires committee attends Council meetings, if unavailable;
- 1.5.16 Be responsible for the sourcing of all umpiring equipment;
- 1.5.17 Review and develop Association systems and procedures for umpiring as required;
- 1.5.18 Be responsible for managing the Umpires Committee budget, allocated by the GNA Executive;
- 1.5.19 Call for nominations for Junior and Senior Umpire of the Year Awards;
- 1.5.19 Perform such other duties as directed by Council from time to time.

## **1.6 Coaching Co-ordinator**


The Coaching Co-ordinator shall:

- 1.6.1 Report directly to the Association President;
- 1.6.2 Be the holder of a minimum of a Development Coaching Accreditation;
- 1.6.3 Be responsible for the organisation of coaching development for Association members by researching and implementing methods of encouraging and improving the coaching within the Association;
- 1.6.4 Be an ex-officio member of the Netta Committee;
- 1.6.5 Update and maintain the coaching and Netta webpage on the Association website;
- 1.6.6 Be responsible for the organisation of coaching courses to be conducted by the Association and the issuance of Netball NSW coaching accreditation for Association registered members;
- 1.6.7 Maintain records of Association coaches accreditations;
- 1.6.8 Be a member of the Representative Program Staff Appointment Panel;
- 1.6.9 Be responsible for the Net Set Go Program within the Association;
- 1.6.10 Arrange coaching assistance to clubs as requested;
- 1.6.11 Be responsible for the distribution of relevant information regarding coaching;
- 1.6.12 Co-ordinate the Catch-N-Play program;
- 1.6.13 Be responsible for the development of the Catch-N-Play program within the Association;
- 1.6.14 Submit a written report to be presented at all Association Meetings;
- 1.6.15 Ensure that a representative of the Coaching committee attends Council meetings, if unavailable;
- 1.6.16 Be responsible for the sourcing of all coaching material, including (but not limited to) coaching manuals;
- 1.6.17 Be responsible for the coaching programs conducted by the representative program;
- 1.6.18 Review and develop Association systems and procedures required;
- 1.6.19 Perform such other duties as directed by Council from time to time.

## **1.7 Competition Co-ordinator**

The Competition Co-ordinator shall:

- 1.7.1 Report directly to the Association President;


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- 1.7.2 Receive all team nominations as per Association calendar; making sure that all registration requirements are met before a team is submitted to the respective Grading Committee for grading;
- 1.7.3 Be responsible for the compilation of the fixture for each competition;
- 1.7.4 Be responsible for the maintenance of the Netball NSW member database with regard to member registrations and Association competitions.
- 1.7.5 Be responsible for organising the draw for all carnivals and gala days hosted by the Association;
- 1.7.6 Submit a written report to all Association meetings;
- 1.7.7 Be responsible for the elected positions of – Registrar, Junior Grading Convenor and Senior Grading Convenor;
- 1.7.8 Be the facilitator of the Senior Grading committee and be responsible for all aspects of the senior grading committee. No member may hold more than one position of Competition Co-ordinator, Junior Grading Convenor, Junior Grading Committee, Senior Grading Co-ordinator or Senior Grading Committee.
- 1.7.9 Be the facilitator of the Junior Grading committee and be responsible for all aspects of the junior grading committee;
- 1.7.10 Be responsible for the Association competition web page administration and maintenance;
- 1.7.11 Be responsible for the organisation of the Club Duty roster;
- 1.7.12 Maintain match results and progressive point score for each competition grade on the Association competition website;
- 1.7.13 Maintain records of all competitions conducted by the Association for the season;
- 1.7.14 Maintain a register of historical data relating to competition results from previous seasons;
- 1.7.15 Review and develop Association systems and procedures as required;
- 1.7.16 Perform such other duties as directed by Council from time to time.

## **1.8 Representative Program Co-ordinator**

The Representative Program Co-ordinator shall:

- 1.8.1 Report directly to the Association President;
- 1.8.2 Be responsible for ensuring that the strategic direction of the Association representative program is consistent with the requirements of the Association at all levels;
- 1.8.3 Where possible, not be appointed as a representative program coach, manager, umpire, selection committee member or representative player
- 1.8.4 Be the Convenor of the Representative Program Staff Appointment Panel;
- 1.8.5 Be responsible for the Representative Program teams;
- 1.8.6 Be in attendance at all Selection Committee meetings as minute taker and provide information/advice only when called to do so by the Representative Program Selection Co-ordinator;
- 1.8.7 Be responsible for the Association Representative Program web page administration and maintenance;
- 1.8.8 Liaise with representative program coaches;
- 1.8.9 Be responsible for setting dates for Representative Program squad and team selections;

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- 1.8.10 Be responsible for the organisation of the Representative Program squad and team fitness program;
- 1.8.11 Be the Convenor of the Representative Program Teams Committee and as such be responsible for:
- 1.8.12 Maintaining a register for the issue and receipt of all representative program equipment;
- 1.8.13 Source, receipt and distribute uniforms, and the like, to representative program teams and associated personnel;
- 1.8.14 Submit a written report to be presented at all Association meetings;
- 1.8.15 Be responsible for all aspects of marketing and purchasing for Representative Program Teams;
- 1.8.16 Advise the Association Secretary of all such arrangements;
- 1.8.17 Seek approval from the Finance Co-ordinator for expenditure;
- 1.8.18 All invoices received for expenditure on behalf of the Representative Program, must be approved and authorised by the Representative Program Co-ordinator prior to being passed to the Finance Co-ordinator for payment.
- 1.8.19 Be responsible for the development and implementation of the Association Mentoring Program.
- 1.8.20 Review and develop Association systems and procedures required;
- 1.8.21 Perform such other duties as directed by Council from time to time.

## **1.9 Development Co-ordinator**

The Development Co-ordinator shall:


- 1.9.1 Be directly responsible to the Association President;
- 1.9.2 To liaise with school personnel to promote the development of netball within the Association boundaries;
- 1.9.3 Be responsible for the Association development web page administration and maintenance;
- 1.9.4 Submit a written report to be presented to all Association Meetings;
- 1.9.5 Facilitate knowledge and understanding of the sport in the community at large;
- 1.9.6 To be instrumental in the development "Come Try Netball" promotions conducted by the Association within the boundaries of the Association and to liaise with the Events Co-ordinator in regard to publicity and organisation of the event;
- 1.9.7 To liaise with the Association President in regard to all publicity and organisational requirements of Association Netball Development events
- 1.9.8 Review and develop Association systems and procedures required;
- 1.9.9 Perform such other duties as directed by Council from time to time.

## **1.10 Events Co-ordinator**

The Events Co-ordinator shall:

- 1.10.1 Report directly to the Association President;
- 1.10.2 Be responsible for the Association sporting and social calendar functions;
- 1.10.3 Advise Executive Committee on matters requiring their attention and implement their decisions;



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- 1.10.4 Be the Convenor of the Working Committee;
- 1.10.5 Be responsible for the organisation of all fundraising activities for the Association;
- 1.10.6 Co-ordinate carnivals in conjunction with the Competition Co-ordinator;
- 1.10.7 Source trophies, gifts, etc for above events and liaise with Finance Co-ordinator regarding costs and approve all invoices in relation to events;
- 1.10.8 Be responsible for all aspects of website publicity regarding upcoming events;
- 1.10.9 Liaise with all areas of the Association in regards to upcoming events;
- 1.10.10 Liaise with the media and ensure proper publicity, promotion of any event and significantly reporting outcome;
- 1.10.11 Co-ordinate all events, such as, Opening Day, Catch & Play presentation, people with disabilities presentation, Grand Final day, Netta presentation and any other events as directed and make sure that it is appropriately set up, with regard to seating and decor e.g.
- 1.10.12 Consult with service providers such as caterers and transport companies;
- 1.10.13 Coordinate staff to make sure that the program of events occurs on time;
- 1.10.14 Co-ordinate the advertisement of upcoming netball carnivals within the Association with the Development Co-ordinator and Executive committee;
- 1.10.15 Co-ordinate all aspects of State and State Age Championships for representative players, coaches, managers, umpires and executive and other associated personnel, in organising and approving travel, accommodation, meals for all personnel as directed from time to time by the Executive Committee;
- 1.10.16 Organise and conduct any carnivals the Association may itself hold;
- 1.10.17 Review and develop Association systems and procedures required;
- 1.10.18 Perform such other duties as directed by Council from time to time;
- 1.10.19 Submit a written report to be presented at all Association Meetings.

## **2 ELECTED POSITIONS**

### **2.1 Registrar**

The Registrar shall:

- 2.1.1 Report directly to the Competition Co-ordinator;
- 2.1.2
- 2.1.3 Personally, or by an appointed representative, maintain a record of players who play each week for Finals series qualification;
- 2.1.4 Ensure that by Week 3 all Team Photo sheets are completed correctly by Affiliated Clubs and submitted in the relevant Club folder;
- 2.1.5 Forward details of any disputed scoresheets to the Competition Co-ordinator within forty-eight (48) hours for resolution;
- 2.1.6 Notify Competition Co-ordinator regarding deduction of points for:
  - 2.1.6.1 teams playing unregistered or illegal player/s;

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2.1.6.2 failure to meet team requirements with regards to completion of the scoresheet or other duties as required.

2.1.7 Perform such other duties as directed by Council from time to time.

## **2.2 Member Protection Information Officer**

The Member Protection Information Officer shall:

- 2.2.1 Report directly to the President and Executive Committee;
- 2.2.2 Provide a report to each Executive and Council Meeting when required;
- 2.2.3 Make themselves aware of the Member Protection Policy and complying with the standards of conduct outlined in the Policy;
- 2.2.4 Consent to undergo screening as per the NSW Child Protection Regulation and/or NSW State legislation if the individual holds or applies for a role that involves direct and unsupervised contact with people under the age of 18 years;
- 2.2.5 Comply with all other requirements of the Policy;
- 2.2.6 Co-operate in providing a discrimination, child abuse and harassment free sporting environment;
- 2.2.7 Understand the possible consequences of breaching this policy;
- 2.2.8 Be trained to be the first point of contact for a person reporting a complaint under or a breach of the Member Protection Policy;
- 2.2.9 Provide confidential information and moral support to the person with the concern or who is alleging harassment or a breach of the Member Protection Policy;
- 2.2.10 Help the Complainant deal with any emotions they have about what has happened and operate as a sounding board as the Complainant decides what they want to do;
- 2.2.11 Accompany the Complainant in anything they decide to do, if it feels appropriate and they are happy to do it;
- 2.2.12 Perform such other duties as directed by Executive and Council from time to time.

## **2.3 Assistant Secretary**


The Assistant Secretary shall:

- 2.3.1 Be elected at a General Meeting by direction of the Secretary
- 2.3.2 Be directly responsible to the Secretary;
- 2.3.3 Carry out duties as directed by the Secretary;
- 2.3.4 In the absence of the Secretary, carry out the duties of the Secretary

## **2.4 Assistant Finance Co-ordinator**

The Assistant Finance Co-ordinator shall:

- 2.4.1 Be elected at a General Meeting by direction of the Finance Co-ordinator;
- 2.4.2 Be directly responsible to the Finance Co-ordinator;
- 2.4.3 Carry out duties as directed by the Finance Co-ordinator;
- 2.4.4 In the absence of the Finance Co-ordinator, carry out the duties of the Finance Co-ordinator;

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## **2.5 Assistant Umpires Co-ordinator**

The Assistant Umpires Co-ordinator shall:

2.5.1 Be elected at a General Meeting by direction of the Umpires Co-ordinator

2.5.2 Be directly responsible to the Umpires Co-ordinator;

2.5.3 Carry out duties as directed by the Umpires Co-ordinator;

## **2.6 Assistant Event Co-ordinator**

The Assistant Event Co-ordinator shall:

2.6.1 Be elected at a General Meeting by direction of the Event Coordinator;

2.6.2 Be directly responsible to the Event Co-ordinator;

2.6.3 Carry out duties as directed by the Event Co-ordinator;

2.6.4 In the absence of the Event Co-ordinator, carry out the duties of the Event Co-ordinator;

## **2.7 Netta Convenor**

The Netta Convenor shall:

2.7.1 Be directly responsible to the Development Co-ordinator;

2.7.2 Be the convenor of the Netta Committee;

2.7.3 Organise the Netta forum at the start of each season;

2.7.4 Organise a roster system for each club to provide assistance in the running of the Netta weekly competition;

2.7.5 Organise a Netta Orientation Day for clubs and officials/coaches etc to explain the principles and ideals of Netta competition;

2.7.6 Prepare a roster with their assistants to ensure that there are Netta Committee Members present every Saturday during the competition;

2.7.7 Ensure that copies of the Netta guidelines are available at the courts;

2.7.8 Organise a Round Robin Carnival for the Netta teams prior to each seasons commencement In conjunction with the Competition Co-ordinator and Umpire Co-ordinator;

2.7.9 Liaise with the Event Co-ordinator for Netta events e.g. presentation or gala days.

## **2.8 Junior and Senior Grading Convenors**


The Junior and Senior Grading Convenors shall:

2.8.1 Be available on dates as per the Association Calendar;

2.8.2 Be directly responsible to the Competition Co-ordinator;

2.8.3 Be the convenor of the respective Grading Committee;

2.8.4 Act as liaison between Competition Co-ordinator and Grading Committee;


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- 2.8.5 Be responsible for approval of Association players to allow registration after initial grading within the Association procedures and guidelines;
- 2.8.6 Ensure that all scoresheets are completed correctly with each team scorer, goals scored and record of players on court;
- 2.8.7 Be responsible for the collection of scoresheets each playing day;
- 2.8.8 Refer any discrepancies to the Competition Co-Co-ordinator for confirmation if required and resolution;

### 3 COMMITTEES

#### 3.1 General

- 3.1.1 Members of Committees shall be Registered Members of the Association.
- 3.1.2 A club may nominate any number of members to committees but only one per club may be elected to each of the following committees:
  - 3.1.2.1 Junior Grading Committee
  - 3.1.2.2 Senior Grading Committee
- 3.1.3 The following Committees shall be elected at the Annual General Meeting each year:
  - 3.1.3.1 **Umpires Committee** comprising the Umpires Co-ordinator plus preferably seven (7) or more elected members
  - 3.1.3.2 **Coaching Committee** comprising the Coaching Co-ordinator plus up to seven (7) elected members;
  - 3.1.3.3 **Netta Committee** comprising the Netta Convenor plus preferably seven (7) or more elected members;
  - 3.1.3.4 **Junior Grading Committee** comprising the Junior Grading Convenor plus up to seven (7) elected members;
  - 3.1.3.5 **Senior Grading Committee** comprising the Senior Grading Convenor plus up to seven (7) elected members;
  - 3.1.3.6 **Representative Selection Committee** comprising the Representative Program Co-ordinator plus preferably seven (7) or more elected members;
  - 3.1.3.7 **Representative Program Committee** comprising the Representative Program Co-ordinator plus up to seven (7) elected members.  
 Additionally, one parent representative from each 12, 13, 14 and 15 Representative Team and Development Squad. The parent representative committee members shall remain vacant until the final phase for selections has been held. The parent representative committee members are to be notified to the Association Secretary within 14 days of final phase selections.
  - 3.1.3.8 **Working Committee** comprising the Events Co-ordinator, one representative each from the Coaching, Umpiring, Representative Program, Senior Grading, Junior Grading and Netta Committees plus preferably seven (7) or more elected members;
  - 3.1.3.9 **Tribunal Committee** comprising up to seven (7) elected members.
- 3.1.4 Excluding the President, Association Secretary and Finance Co-ordinator of the Association, members of the Executive Committee are eligible to stand for election to Committees.

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- 3.1.5 The President shall be ex-officio member of all Committees with the exception of the Selection and Tribunal Committees.
- 3.1.6 With the approval of Council, persons other than the elected members may be co-opted to assist with the business of a particular Committee.
- 3.1.7 The Council may appoint such additional Committees as required and define the functions thereof.
- 3.1.8 Nominations for any Committee formed for a specific purpose for a period of less than twelve (12) months, shall be called for from the floor of the Council or Annual General Meeting, with Council's approval.
- 3.1.9 Members of Committees shall not disclose any matters discussed at their meetings until such matters have been presented to Council.
- 3.1.10 Each Committee shall submit a written report, with any recommendations, to each meeting of Council for ratification.

### **3.2 Umpires Committee**

- 3.2.1 Members of the Umpires Committee shall:
- 3.2.1.1 Preferably be a current accredited Netball Australia Badged Umpire or be a current Netball Australia Umpire Tester;
- 3.2.2 The Umpires Committee shall:
- 3.2.2.1 Be responsible for and carry out any umpiring functions as may be directed by the Council
- 3.2.2.2 Assist with the allocation of umpires for competition games as required;
- 3.2.2.3 Research and implement methods of encouraging and improving umpiring within the Association;
- 3.2.2.4 Promote and organise coaching of umpires within the Association;
- 3.2.2.5 Assist in the allocation and appointment of umpires for representative program duties during the season;
- 3.2.2.6 Assist with the Representative Umpire Program as required;
- 3.2.2.7 Be responsible for all previewing, testing and awarding of National Badges and the Association Umpiring awards;
- 3.2.2.8 Seek approval from the Umpires Co-ordinator for all expenditure to be incurred on behalf of the Umpires Committee from the Umpires Committee budget;
- 3.2.2.9 Assist the Coordinator in managing the umpiring requirements for the Association.

### **3.3 Coaching Committee**

- 3.3.1 Members of the Coaching Committee shall:
- 3.3.1.1 Be a Netball Australia Accredited Coach, Foundation level as a minimum;
- 3.3.1.2 Be available for dates as per the Association calendar;
- 3.3.2 The Coaching Committee shall:
- 3.3.2.1 Be directly responsible to the Coaching Co-ordinator;
- 3.3.2.2 At the first meeting appoint a Minutes Secretary for committee meetings;
- 3.3.2.3 Take minutes of all meetings of the committee;

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- 3.3.2.4 Ensure a copy of the minutes is given to the Association Secretary;
- 3.3.2.5 Appoint a member of the committee to form part of the Working Committee;
- 3.3.2.6 Carry out coaching functions as directed by the Coaching Co-ordinator;
- 3.3.2.7 Prepare a written report to be presented to all Association meetings to ensure that reports on all courses are conveyed to the Council or it's registered members;
- 3.3.2.8 Appoint a member of the committee to attend council meetings when the Coaching Convenor is unavailable;
- 3.3.2.9 Assist with the Association Catch-n-Play program;
- 3.3.2.10 Assist with the Netta committee if requested by the Coaching Co-ordinator;
- 3.3.2.11 Assist the Coaching Co-ordinator where possible;
- 3.3.2.12 Seek approval of the Executive Committee for all expenditure to be incurred on behalf of the Association;
- 3.3.2.13 Perform such other duties as directed by Council from time to time.

#### **3.4 Junior and Senior Grading Committees**

The Junior and Senior Grading Committees shall:

- 3.4.1 Be available for dates as per the Association calendar;
- 3.4.2 Be responsible for the grading of teams at the commencement of each season in accordance with the Policy for grading;
- 3.4.3 Be responsible for assessing any requests for regrading as notified by the Association Secretary;
- 3.4.4 Assist the Competition Co-ordinator where possible;
- 3.4.5 Perform such other duties as directed by Council from time to time;
- 3.4.6 Appoint a member of the committee to form part of the Working Committee;
- 3.4.7 Seek approval of the Executive Committee for all expenditure to be incurred on behalf of the Association;
- 3.4.8 Perform such other duties as directed by Council from time to time.

#### **3.5 Representative Program Staff Appointment Panel**


The Representative Program Staff Appointment Panel shall:

- 3.5.1 Be responsible for the recommendation, approval and appointment of representative program team personnel for all representative program teams. These appointments are subject to approval by the Executive Committee.

#### **3.6 Representative Program Committee**

The Representative Program Committee shall:

- 3.6.1 Be directly responsible to the Representative Program Co-ordinator;
- 3.6.2 Be available for dates as per the Association Calendar;
- 3.6.3 Take minutes of all meetings of the committee;

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- 3.6.4 Ensure a copy of the minutes is given to the Association Secretary;
- 3.6.5 Appoint a member of the committee to form part of the Working Committee;
- 3.6.6 Carry out representative functions as directed by the Representative Program Co-ordinator;
- 3.6.7 Prepare a written report to be presented to all Association meetings to ensure that reports on all courses are conveyed to the Council or its registered members;
- 3.6.8 Appoint a member of the committee to attend Council meetings when the Representative Program Co-ordinator is unavailable;
- 3.6.9 Assist the Representative Program Co-ordinator where possible;
- 3.6.10 Perform such other duties as shall be decided by Council from time to time.

### **3.7 Working Committee**


The Working Committee shall:

- 3.7.1 Be directly responsible to the Events Co-ordinator in organisation of all events occurring within the Association and to be available on dates as pre-determined by the GNA Calendar;
- 3.7.2 At the first meeting appoint a Minutes Secretary for committee meetings;
- 3.7.3 Take minutes of any meetings of the committee and ensure a copy of the minutes is given to the Association Secretary;
- 3.7.4 Ensure a copy of the minutes is given to the Association Secretary;
- 3.7.5 Be responsible for staffing the canteen as per roster on carnival days and other special occasions;
- 3.7.6 Under the supervision of the Events Co-ordinator, ensure that adequate stock is purchased for Saturday competition and any special functions;
- 3.7.7 Assist the Events Co-ordinator where possible;
- 3.7.8 Seek approval of the Executive Committee for all expenditure to be incurred on behalf of the Association;
- 3.7.9 Perform such other duties as directed by Council from time to time.

### **3.8 Tribunal Committee**

The Tribunal Committee shall:

- 3.8.1 Work in direct consultation with the President and Executive Committee of the Association;
- 3.8.2 Comply with all other requirements of this Policy;
- 3.8.3 Co-operate in providing a discrimination, child abuse and harassment free sporting environment;
- 3.8.4 Understand the possible consequences of breaching the Policy;
- 3.8.5 Promote the appropriate standards of conduct at all times;
- 3.8.6 Promptly deal with any breaches of or complaints made under the Policy in an impartial, sensitive, fair, timely and confidential manner;
- 3.8.7 Apply the Policy consistently without fear of favour;
- 3.8.8 Monitor and review the policy annually;
- 3.8.9 Attend the required training in mediation and adjudication;

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- 3.8.10 Seek approval of the Executive Committee for all expenditure to be incurred on behalf of the Association;
- 3.8.11 Perform such other duties as directed by Council from time to time.
- 3.8.12 Members of the Tribunal Committee shall meet the following criteria:
- Make themselves aware of the Policy and comply with the standards of conduct outlined in this Policy;
  - Remove themselves from a panel if it is found that a conflict of interest is evident;
  - Be available for dates as per Association Calendar.

## 4 PAID EMPLOYEES

### 4.1 Administration Assistant

The Administration Assistant shall report directly to the Association President and Finance Co-ordinator and will provide the following administrative services to the Association:

#### **KEY DUTIES/RESPONSIBILITIES OF THE POSITION**


(This outlines the general duties and responsibilities of the position but is not all encompassing)

- 4.1.1 Assist the Executive Committee with the day to day functions of the Association.
- 4.1.2 Provide administrative, research and secretarial support to the President, Executive Committee and other committees within the Association.
- 4.1.3 Carry out and assist Co-ordinators and convenors in the preparation and presentation of work associated with various projects as directed by the President.
- 4.1.4 Provide administrative support to the Association Executive and Committees.
- 4.1.5 Coordinate the compilation of the official Council minutes.
- 4.1.6 Act in the position of Secretarial Assistant as required.
- 4.1.7 Prepare and amend relevant policies and procedures as recommended by Council.
- 4.1.8 Assist with the election process at the Annual General Meeting.
- 4.1.9 Participate in the coordination of the Associations tendering and quotation processes.
- 4.1.10 Respond to administration enquiries from the public on the telephone or at the counter.
- 4.1.11 Provide administrative support to the office bearers as required.
- 4.1.12 Assist with the ordering of office equipment for the Association.
- 4.1.13 Provide customer service at the reception being the initial point of contact to provide information and advice to the general public on administration matters.
- 4.1.14 Provide assistance in administering the telephone network and internal security of the Association.
- 4.1.15 Actively participate in the review and maintenance of the Association correspondence and advertising and produce quarterly newsletters if required.
- 4.1.16 Website update of security and policy sections as required.

#### **The following criteria are considered essential for the full functioning of the position**

- Must have an Australian Business Number
- Intermediate word processing skills and experience.



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- Excellent written and verbal communication skills.
- Time management and organisational skills.
- Excellent public relations and interpersonal skills.
- Demonstrated knowledge of administration and secretarial procedures.
- Administrative and research skills.